



POSITION VACANCY – 2014-7

July 11, 2014

Clerk's Office, United States District Court
Eastern District of Washington
Spokane, Washington

SHAREPOINT ADMINISTRATOR

Court Personnel System Classification Level: CL 26-27

Depending upon experience, qualifications and previous government service

Career Salary Range CL 26: \$42,199 (minimum) to \$68,639 (maximum)

Career Salary Range CL 27: \$46,365 (minimum) to \$75,407 (maximum)

If hired at CL26, Career Ladder Position with possible promotion to CL 27

Application Closing Date: Friday, August 1, 2014, 5:00 p.m.

The U.S. District Court Clerk's Office offers an opportunity for self-motivated individuals with excellent interpersonal skills and strong work ethic to launch or continue a career in public service. Our fast paced prestigious environment consists of challenging, rewarding work and great training opportunities.

INTRODUCTION

The U.S. District Court Clerk's Office is accepting applications for an experienced full-time SharePoint Administrator to work in the Information Technology Department. The SharePoint administrator reports to the IT Manager, and will be responsible for implementation and administration of SharePoint solutions for the district involving workflows, forms, and site collections.

OCCUPATIONAL INFORMATION

The IT Department is responsible for the computer systems, telecommunications infrastructure and new technology for the U.S. District Court, Eastern District of Washington, encompassing courthouses in Spokane, Yakima and Richland and over 80 users. Applications are housed on Linux and Windows servers.

EQUAL OPPORTUNITY EMPLOYER

Working closely with end users and key application stakeholders, the incumbent will analyze functional and operational requirements and will modify, adapt, and enhance existing practices to incorporate the use of SharePoint to meet identified needs and court operational requirements. Responsibilities will also include routine database maintenance and application software installation and tuning; system troubleshooting and end-user support relative to supported database applications; testing and installation of new releases of applications and operating system software; and application/database security administration. The incumbent will use technologies such as Infopath, Visio, SharePoint Designer, Windows server, and Microsoft SQL Server. The incumbent will be called upon to develop and maintain custom solutions and utilities in support of nationally supported and locally developed/acquired processes. The incumbent will perform Windows operating system administration duties as assigned and will also be required to attain and retain a thorough working knowledge of the court procedures, processes, and policies supported by court applications and databases.

QUALIFICATIONS

To qualify for this position, the applicant must be a high school graduate and have two years specialized experience, including at least one year equivalent to work at the next lower level (CL-25). Applicant must be a United States citizen or eligible to work for the federal government.

Specialized experience is progressively responsible experience related to the technical aspects of data processing, office automation, and data communications and their applications, terminology and methodology, including the accomplishment of computer project assignments that involved systems and process analysis, design, implementation, integration, and management.

Physical effort is involved in moving, connecting or troubleshooting equipment. Must be able to lift 35 pounds. Travel to Yakima and Richland, Washington, and occasional travel outside the district will be required.

Specialized Experience:

PREFERRED QUALIFICATIONS

Preference will be given to those candidates who possess:

- Responsible technical experience related to enterprise-level Windows Server/Active Directory/SharePoint administration and web services;
- Knowledge of web and client/server architecture and IP networking concepts;
- Experience with creating and designing Infopath and workflow solutions;
- Experience supporting SharePoint applications and sites with SharePoint Designer, Central Administration, and Management Shell;
- A working knowledge of Windows Powershell structured query language (SQL) and relational databases, particularly MS SQL and MySQL;

- Knowledge of web and client/server architecture and IP networking concepts is also preferred. A solid working knowledge of Windows desktop and server operating systems;
- Experience at effectively assessing and analyzing end user and organizational needs in order to facilitate the development of highly functional, mission-specific automated systems is highly desired;
- Ability to effectively communicate with and train unit staff;
- Additional preference will be given to candidates whose work experience provides evidence of strong customer service skills; the ability to work cooperatively with clients, team members, and managers; the ability to handle multiple priorities in a fast-paced environment; and the ability to follow an assigned project through to completion on a timely basis.
- A bachelor's degree from an accredited university or college is also preferred.

INFORMATION FOR APPLICANTS

Qualified applicants should submit a U.S. District Court Employment Application, a letter of interest and resume, prior to the deadline, to:

Human Resources Specialist
Office of the Clerk, U. S. District Court
Rm. 840 Thomas S. Foley United States Courthouse
920 West Riverside Avenue - P.O. Box 1493
Spokane, WA 99210

You may also email your application package as 1 document in PDF format to:
HR@waed.uscourts.gov

Applicants may pick-up a U.S. District Court employment application form from the Clerk's Office in Spokane, Richland or Yakima; the application form can also be downloaded from the Court's public web site at: <http://www.waed.uscourts.gov>.

The U.S. District Court requires employees to follow a code of conduct. Selectee is subject to a twelve (12) month probationary period. **The final candidate will be subject to a background investigation.** Employee will be hired provisionally pending the results of the background investigation. The Federal Financial Management Reform Act requires direct deposit of federal wages.

The Court reserves the right to amend or withdraw any announcement without written notice to applicants. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the District Court Executive may elect to select a candidate from the original qualified applicant pool.

Benefits

Employees of the United States District Court are not covered by the Office of Personnel Management's civil service classification system or regulations, and are considered "at will" employees. Judiciary employees are, however, entitled to the same benefits as other federal employees. These include:

- 13 days paid vacation for the first three years of full-time employment. Thereafter, 20 to 26 days per year dependent upon length of federal service
- 13 days of paid sick leave per year (unlimited accumulation)
- 10 paid holidays per year
- Subsidized medical coverage with employee premiums paid from pre-tax salary (all pre-existing conditions for self and family covered)
- Flexible Benefits Program (pre-tax flexible spending for health care and dependent care costs)
- Subsidized Life Insurance Options (guaranteed acceptance)
- Eligibility for Long Term Disability Plan Group Rate
- Participation in the Thrift Savings Plan (similar to a 401K plan, with employer matching up to 5% of your contribution)
- Participation in the Federal Employees Retirement System
- Creditable service time in other federal agencies, or the military, will be added to judiciary employment when computing employee benefits.

The Eastern District of Washington

The U.S. District Court for the Eastern District of Washington Clerk's Office is headquartered in Spokane, with divisional offices in Yakima and Richland. The court has four active district judges, six senior district judges, and two full-time magistrate judges. These judicial officers and their staff and the Clerk's Office staff total 85.

Conditions of this announcement are subject to modification.

**THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER
AND VALUES DIVERSITY IN THE WORKPLACE.**